Deputy Treasurer II

Department: Treasurer

Class Code: 1455

EEO Code: 22

FLSA: E

Effective: 01/02/1993

GENERAL STATEMENT OF DUTIES:

Under direction; performs work of considerable difficulty in coordinating and supervising the activities of the Accounts and Records Section of the Treasurer's office; and performs other work as required.

SPECIFIC STATEMENT OF DUTIES:

Coordinates, directs and supervises activities of the Accounts and Records Section; reconciles State and County taxes processed through ICL Accounts Receivable and General Ledger; researches reconciling items and prepares correcting entries; prepares supplemental reports from reconciled data; maintains documentation on and reconciles Treasurer's office suspense account and pre-paid personal property account; coordinates records retention; reconciles cash accounts on Trial Balance to balances on General Ledger; reviews and approves Section 58.1 refunds; instructs, assigns, schedules, checks and appraises performance of employees; provides back-up and assistance to staff as needed; and performs other work as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Considerable knowledge of accounting and financial principles and practices; of State reporting requirements; of electronic data processing concepts; of the operations of the Treasurer's office.

Considerable skill in planning and supervising the work of others; in interpreting and analyzing fiscal and technical data; in communicating effectively with supervisors, co-workers, subordinates and the general public; in representing the department in a wide variety of administrative functions.

MINIMUM EDUCATION AND EXPERIENCE:

Bachelor's degree in accounting and three years of professional level accounting experience, including one-year experience in a supervisory capacity; or an equivalent combination of training and experience.

ADDITIONAL REQUIREMENTS:

None.

This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.